

SAMPLE PARENT/GUARDIAN NOTIFICATION LETTER • VERSION 1

Eligibility Established through Direct Certification Based on

School Nutrition Accountability Program (SNAP) or Temporary Family Assistance (TFA) Benefits

Use District/School Letterhead

[insert date]

Dear Parent/Guardian:

We want to let you know that the children listed below will receive free **[insert applicable meal, e.g., lunches, breakfasts, milk and snacks]** at school because they have been directly certified and are automatically eligible for free meals without further application. Direct certification is the process of determining that children are eligible for free meals based on receipt of SNAP or TFA benefits through the Connecticut Department of Social Services.

Name of Child	Name of School

If there are other children in your household who are not listed above, *they also qualify for free meals.*

Please contact **[insert name]** at **[insert telephone number]** or **[insert e-mail address]** if:

- there are other children in your household who are not listed above and you would like them to receive free meals at school;
- you do not want your children to have free meals; or
- you have any additional questions.

Sincerely,

[insert name and title]

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Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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For more information, visit the CSDE's [Forms](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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